



# FIRST THINGS FIRST

*The right system for bright futures*

**Arizona Early Childhood Development and Health Board  
Yuma Regional Office  
100 E. 24<sup>th</sup> Street, Suite 2  
Yuma, Arizona 85364**

**Increase Capacity of Qualified Early Childhood Education  
Programs to Include and Serve Children with Special Health  
and/or Developmental Needs  
Yuma Regional Partnership Council**

**Request for Grant Application (RFGA)  
FTF-RC023-10-0252-00**

<b>Deadline</b>	Grant Applications shall be submitted on or before 12:00 p.m. (Arizona MST) on March 17, 2010 at First Things First, Yuma Regional Office: 100 East 24 <sup>th</sup> Street, Suite 2, Yuma, AZ 85364
<b>Procurement Guidelines</b>	<p>In accordance with A.R.S §41-2701, competitive sealed grant Applications for the services specified within this document will be received by First Things First at the above-specified location until the time and date cited. Grant Applications received by the correct time and date will be opened and the name of each Applicant will be publicly read.</p> <p><b>Grant Applications must be in the actual possession of First Things First on or prior to the exact time and date indicated above. Telefaxed, electronic, or late grant Applications <u>shall not</u> be considered.</b></p> <p><b>Grant Applications must be submitted in a sealed envelope with the RFGA Number and the Applicant's name and address clearly indicated on the envelope.</b></p> <p>All Applications must be typewritten and a complete grant Application returned along with the offer by the time and date cited above. <b>Additional instructions for preparing a grant Application are included within this document.</b></p> <p>Applicants are strongly encouraged to read the entire Request for Grant Application document carefully.</p> <p><b>It is the sole responsibility of Applicants to check the First Things First website for any changes to this RFGA, <a href="http://azftf.gov">http://azftf.gov</a>.</b></p>
<b>Pre-Application Conference</b>	Prospective Applicants are encouraged to attend a Pre-Application Conference on February 8, 2010 at 11:00 a.m. at the Yuma Police Department, 1500 South 1 <sup>st</sup> Avenue, Yuma, AZ 85364. The purpose of the meeting is to discuss and clarify this Request for Grant Application.
<b>Special Accommodations</b>	Persons with a disability may request reasonable accommodation such as a sign language interpreter by contacting the Grants and Contracts Procurement Specialist at <a href="mailto:grants@azftf.gov">grants@azftf.gov</a> or via Fax (602) 265-0009. Requests should be made as early as possible to allow time to arrange the accommodation.
<b>Contract Information</b>	<p><u>Service</u>: First Things First Regional Funding</p> <p><u>Contract Type</u>: Cost Reimbursement</p> <p><u>Contract Term</u>: The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form (estimated May 1, 2010) and shall remain in effect until June 30, 2010, unless terminated, cancelled or extended as otherwise provided herein.</p>
<b>Contact Information</b>	<p>Grants and Contracts Procurement Specialist</p> <p>First Things First</p> <p>Fax: (602) 265-0009</p> <p>Email: <a href="mailto:grants@azftf.gov">grants@azftf.gov</a></p>



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### CERTIFICATION

#### TO THE STATE OF ARIZONA, ARIZONA EARLY CHILDHOOD DEVELOPMENT AND HEALTH BOARD:

If awarded a grant, the Undersigned hereby agrees to all terms, conditions, requirements and amendments in this request for grant Application and any written exceptions, as accepted by the Arizona Early Childhood Development and Health Board in the Application.

#### APPLICANT OFFER

Arizona Transaction (Sales) Privilege Tax License No.: \_\_\_\_\_ Name of Point of Contact Concerning this Application: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

Federal Employer Identification No.: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Signature of Person Authorized to Sign Offer

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Title

By signature in the Offer section above, the Applicant certifies:

1. The submission of the Application did not involve collusion or other anti-competitive practices.
2. The Applicant shall not discriminate against any employee or Applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §41-1461 through §1465.
3. The Applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

#### ACCEPTANCE OF APPLICATION

The Application is hereby accepted. The Applicant is now bound to perform as stated in the Applicant's grant Application as accepted by the Arizona Early Childhood Development and Health Board and the Request for Grant Application document, including all terms, conditions, requirements, amendments, and/or exhibits.

This grant shall henceforth be referred to as Grant No. \_\_\_\_\_

Arizona Early Childhood Development and Health Board,  
Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Jeanne Weeks, Grants and Contracts Procurement Specialist

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## **What is the Arizona Early Childhood Development and Health Board (First Things First)?**

In November 2006, Arizona voters passed Proposition 203, also known as **First Things First**, a citizen's initiative that funds quality early childhood development and health at the state and local level. The Proposition created a new state level board known as the Arizona Early Childhood Development and Health (AzECDH) Board, also known as the Board of First Things First, and the Regional Partnership Councils.

### ***First Things First Mission***

The mission of First Things First is to increase the quality of, and access to, early childhood programs that will ensure a child entering school arrives healthy and ready to succeed. This mission will principally be achieved through regional grants tailored to the specific needs and characteristics of the communities that the regions serve, with a focus on demonstrating improved outcomes around First Things First's six goal areas prioritized by the challenges the regions face. This mission is also accomplished through statewide initiatives that have been prioritized by the Board of First Things First.

This statewide policy and regional perspective are critical to the success of the First Things First mission. Early childhood development and health system initiatives from First Things First will be coordinated through statewide initiatives and regional priorities.

### ***First Things First Goal Areas***

The First Things First initiative specifies that programs undertaken by the Arizona Early Childhood Development and Health Board and the Regional Partnership Councils are to accomplish one or more of the following Goal Areas:

- Improve the quality of early childhood development and health programs
- Increase the access to quality early childhood development and health programs
- Increase access to preventive health care and health screenings for children through age five
- Offer parent and family support and education concerning early childhood development and literacy
- Provide professional development and training for early childhood development and health providers
- Increasing coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health

## **What is the Funding Source?**

The First Things First initiative provides for the distribution of funding through both statewide and regional grants.

Of the monies expended in a fiscal year from the First Things First program account, no more than ten percent may be used to fund statewide grants or programs. Statewide programs are

considered those implemented across regional boundaries and are designed to benefit Arizona's children as a whole.

This Request for Grant Application is specifically dedicated to funding regional programs. Regional funding is based on the approval of the Regional Partnership Council funding plans submitted to the Board of First Things First.

The Regional Partnership Council that is involved in the release of this Request for Grant Application is the Yuma Regional Partnership Council.

### **Who is Eligible to Apply for this Funding Opportunity?**

First Things First awards grants to:

- Non-profit 501 (c) (3) organizations providing services in Arizona (both secular and faith-based)
- Units of Arizona government (local, county and state entities as well as schools and school districts)
- Federally recognized Tribal governments or entities providing services within Arizona
- Arizona institutions of higher learning (colleges and universities)
- Private organizations providing services in Arizona

All potential Applicants must demonstrate organizational, fiscal and programmatic capacity to meet the requirements described in the scope of work listed in this RFGA.

### **What is the Total Funding Amount Available in this Request for Grant Application?**

This is a two (2) month contract with an option for renewal for two (2) additional twelve (12) month periods. The total available funding for the period from May 1, 2010 – June 30, 2011 (14 months) is approximately \$269,500. Requested funding must be proposed for two contract periods:

- Two (2) month budget from May 1 through June 30, 2010
- Twelve (12) month budget from July 1, 2010 through June 30, 2011

The estimate of funding that is available for the 2-month contract period is approximately \$38,500 with the amount estimated for the 12-month portion beginning on July 1, 2010 being approximately \$231,000. If an applicant identifies and justifies expenses greater than \$38,500 for the two-month period, for reasons such as initial start-up costs, this may be considered. While presented under one application, the two budgets constitute two different contract periods; therefore, any funds not expended during the first two months will not be available for the remaining 12-month contract period unless approved by the Regional Council. One or multiple awards may be made.

## **Scope of Work: What Will This Grant Fund?**

Assessment of the Yuma region has shown that many families have difficulty finding early care and education settings that appropriately serve children with special developmental or health needs especially if full day/full year care is needed to support working parents. Access to programs can be limited when early care and education programs do not have adequate expertise, guidance or support for working successfully with children with special needs. Often the result is that a program will not enroll children who have special needs or remove them from the program.

In addition, there are limited opportunities to obtain early care and education that is fully inclusive of children with special needs. According to the Arizona Department of Education, only 35 percent of three to five year olds with identified special needs are enrolled in classrooms where children with typical development and children with more specialized needs are served together. More often, children with special needs are served in classrooms with peers who also nearly all have special needs.

Inclusive practices benefit all children, both children with special needs as well as those who are typically developing. Research suggests that including children with special needs with typically developing classmates supports the development of individual abilities, interests, positive social relationships, developmental rates, and learning styles of young children both with and without identified disabilities (*National Professional Development Center on Inclusion, 2009*).

Additionally, successful inclusion of children with special needs promotes positive social emotional development among all children. The foundation of effective inclusion of children with special needs is high quality early childhood education that ensures the full participation of all children. In the broadest sense, “early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a [wide] range of activities and contexts as full members of families, communities, and society” (*DEC/NAEYC, 2009*).

Parents and professionals alike typically view inclusion as a positive ideal, however, many families often share concerns related to the capacity and the ability of early childhood settings to offer quality programs. Therefore, improving the quality of early care and education for young children is critical to the successful promotion of inclusive practices. Furthermore, embracing the philosophy of inclusive practices, results in children and their families feeling a strong sense of belonging, development of positive social relationships, and learning occurring to children’s fullest potentials. High quality inclusive programs ensure:

- Access - to materials, environments, and services;
- Participation - in a wide range of activities in which typically developing children also participate; and
- Supports - access to a variety of resources, professional development activities, and funding (*DEC/NAEYC, 2009*).

To increase families’ access to early care and education programs that serve children with special needs in inclusive settings, the Yuma Regional Council has included a strategy to improve the knowledge and skills of the early childhood workforce to serve children with

special health and/or developmental needs through a comprehensive consultation model to include onsite technical assistance and training. Children may be identified with a special developmental or health care need by having an Individual Education Plan (IEP), an Individual Family Service Plan (IFSP), or a medically diagnosed (by a doctor, psychiatrist or psychologist) health condition for which the child would need an individual health plan developed. Through on-going training, on-site technical assistance, and support for staff, successful inclusive practices can be established.

An effective approach is first based on an assessment of the early care and education staff's knowledge base and expertise related to children with medical conditions and disabilities and general understanding of child development. Based on the assessment of staff knowledge and practice, an appropriate plan can be developed to address individual and programmatic needs. This is followed by on-going training and technical assistance for early childhood professionals that supports them in their day-to-day questions with particular concerns related to inclusion. Technical assistance to the childcare provider should include clear understanding of established goals and objectives of Individualized Education Plans (IEPs), Individual Family Service Plans (IFSPs), or individual health plans and how to incorporate them into the program's established curriculum and daily routines when applicable. In addition, the early childhood provider may need adaptive materials and should have effective referral and support networks in place with community agencies, social services, health care providers, behavioral health services and school systems.

An example of a successful inclusion consultation model is Ohio's Starting Point program established in 2000 is an example of a successful effort to promote inclusion of children with special needs in early care and education settings. Its purpose is to increase the number of providers and educators who care for children with special needs, increase access to special needs childcare, and provide childcare providers and educators with the resources, knowledge and support to effectively care for children with special needs. This program promotes stable placements for children and has demonstrated a retention rate of 80 percent of children with special needs in a placement for at least six months and 42 percent for a year or longer.

In addition, the Federal Child Care Bureau has worked with several states to promote inclusion through a statewide, systemic approach. Ideally, this knowledge should be integrated into the knowledge base of the childcare community through specialty training tied to a system of career development. States working toward this goal include Maryland's Project All Children Together, sponsored by the Epilepsy Association, which offers training through the community colleges on integrating children with special needs in child care settings; New Mexico's "When Children Soar with the Wind" which includes training related to children with special needs; Tennessee's interagency model to provide ongoing support for child care providers/educators serving children with disabilities through child care resource centers; Indiana's ladder of training opportunities that includes workshops on special care and are a requirement of the entry-level certificate for licensure; Vermont's training on children with disabilities through a consortium of 12 community child care agencies, and Oregon, which is incorporating competencies for care of children with special needs within training curricula and standards for all child care providers.



Within the Yuma region, there are 57 centers, 21 that are accredited, 224 approved family childcare homes, and 20 small group home settings. Each of the communities within Yuma County has school districts with developmental preschool settings.

The Yuma Regional Partnership Council has identified the need for regional implementation of the following strategy:

- Provide technical assistance, training, and specialized equipment to early care and education providers to increase confidence, competence and the capacity of various early care and education settings to effectively serve children with special health and/or developmental needs.

The Yuma Regional Partnership Council serves, and applications submitted in response to this RFGA must serve, the communities of Yuma County, including Quechan Tribe (Ft. Yuma) but not the portion of Ft. Yuma Reservation (Quechan) in California and deducting the Cocopah Tribal lands from the Regional Partnership Council area.

The intended target populations for this funding opportunity are early care and education programs, in both center and home based settings, throughout the region that serve children birth through age five focusing on supporting the enrollment and full inclusion of children with special health and developmental needs. Priority programs are those that currently serve or are willing to serve children with identified developmental and/or health-related special needs.

The intent of this strategy is to increase the number of early childhood settings where children with special needs are provided with high quality early care and education through the provision of a comprehensive, consultative model, which provides on-going training, on-site technical assistance, and a variety of staff supports based on needs.

The research literature has shown that developmental gains for children with disabilities may not occur by simply placing children with disabilities in programs with typically developing children. Successful inclusion requires continued commitment, planning, and collaboration. The key to successful inclusion of young children in child care is the provision of training, technical assistance, and ongoing support to involved staff (Foundation for Child Development, *Prekindergartners Left Behind: Expulsion Rates in State Prekindergarten Programs*, National Child Care Information and Technical Assistance Center, *Issue 21, Inclusive Child Care – Quality Child Care for All Children.*).

### **Implementation Requirements:**

As part of successful program implementation, Applicants are asked to describe an effective model for providing technical assistance and training to early care and education programs in order to more fully include children with special health and/or developmental needs and increase the number of programs that enroll children with special needs. A successful Applicant would be required to document that funding would improve environments, as well as staff competence and confidence to allow full access and participation and supports for children with a current Individual Education Plan (IEP), Individual Family Service Plan (IFSP), or medically documented special health care need. Applicant must demonstrate capacity to provide

services that address the needs of all children identified with a developmental or special health need as defined above rather than providing a focus on any specific type of disability such as autism.

Applicants must demonstrate their capacity to collaborate with existing services in the community including Arizona Early Intervention Program (AZEIP) responsible for serving children under age three with developmental delays and disabilities and school districts in the region, as they are required to provide special education services to children ages three to five. Other collaborations required of this solicitation include the Arizona Department of Economic Security (DES), Division of Developmental Disabilities (DDD), Arizona Department of Health Services (including the Division of Children with Special Health Care Needs, Division of Behavioral Health and the Division of Maternal and Child Health), the Arizona Department of Education (ADE), as well as local Head Start grantees. Additional collaboration must be demonstrated with other service providers in the area such as Quality First coaches, Mental Health Consultants and Child Care Health Consultants. This will encourage networking and support within the region to place children in inclusionary environments in public and private programs.

Applicants should further demonstrate that First Things First funding would not diminish other potential public financial support for early care and education and their plan for ensuring other public or private financial support is enhanced rather than limited or duplicated through this funding. Applicants should demonstrate how all services provided by existing or available public funding (Federal, State or Tribal) should be utilized before First Things First funding is applied to program or services for children.

Personnel providing this assistance should have in-depth knowledge of children with special needs, inclusionary childcare, child development, current research, curricula and training modules about children with special needs. Applicant should refer to the Standards of Practice for detailed information regarding the required Training and Qualifications of Early Childhood Consultant Standards.

Applicants must demonstrate their ability to provide consultation services of sufficient intensity and duration to generate changes in practices. At a minimum, consultants must meet with providers with face-to-face contact two times each calendar month. However, applicants should describe their plans for ensuring providers that may need more intensity of service delivery based on assessment will receive the appropriate consultation activities. Ratios of consultants to providers should meet the minimum requirement of the Standards of Practice, but be adjusted when the needs of providers require more intensive services.

Comprehensive consultation activities are required to include the following:

- Identify providers who are willing to increase the number of children with special needs served, or who currently serve and are willing to enroll new children who have a current IEP/IFSP or special health care need. Applicants must describe their outreach, recruitment and identification of providers.

- Provide early care and education programs with effective on-site, individualized technical assistance, training, and special equipment as needed in order to improve appropriate, family-centered and fully inclusive services
- Assess provider knowledge base toward children with disabilities, the capacity of the environment to serve children with special needs, knowledge of child development and existing professional expertise of staff. Applicant must describe how often these components will be assessed and how assessment outcomes will be incorporated into provider training and technical assistance.
- Provide specific training for early childhood staff that is tailored to the needs of the provider and child, based on an assessment conducted by an individual with knowledge of children with special needs using a curriculum with evidence of improving education and skills of providers and inclusionary practices. Applicant must identify and describe the training curriculum to be utilized.
- Provide onsite technical assistance for early care and education providers and educators to answer questions, address particular issues and assist with other issues as requested. Technical assistance should ensure understanding of children's specific needs and how to incorporate these needs into the daily routines and curriculum of the early childhood setting. Applicant must identify a model for providing technical assistance that includes the frequency and duration of assistance being provided that is necessary to achieve the desired outcomes of this strategy. In addition, the applicant is to identify the consultant to program ratio and the ability to provide the frequency of technical assistance that is needed by individual programs based on the assessments completed by the consultant.
- Conduct ongoing reflective practices with providers to evaluate growth, progress and impact of consultation services.
- Assist provider to develop and maintain referral and support networks with community agencies, social services, health care providers, behavioral health services and school systems to best serve children with special needs.
- Facilitate coordinated meetings and conversations between early care providers and others who may be serving the child in various settings.
- Train staff in understanding children's developmental "red-flags" and when to refer for further screening and/or evaluation. Applicant should describe how training effectiveness will be assessed and what action will be taken if training is not effective.
- Provide all services in accordance to the Standards of Practice (Exhibit A).

Coordination and collaboration with all First Things First grantees that may also be providing services in the community is critical to developing a seamless service delivery system for children and families. The Applicant must demonstrate capacity to collaborate with other existing First Things First grantees to include Quality First Coaches through United Way/Child and Family Resources, Child Care Health Consultants through the Yuma County Health District and Mental Health Consultants through Southwest Human Development, in order to prevent duplication of service and coordinate services. Services and programs cannot be implemented in isolation, therefore coordination and collaboration must occur within a region and across regions. First Things First staff and Regional Councils will assist in identifying opportunities for collaboration and coordination with successful applicants that become grantees of First Things First. However, successful applicants must demonstrate knowledge of currently available

opportunities for partnerships. Successful applicants will also be required to attend meetings and workgroups in the region being served to identify, develop and implement mechanisms around coordination and collaboration. Successful applicants will be required to share data with First Things First and the Regional Partnership Council that will be used for cross-regional analysis. Successful applicants will also participate in cross-regional and statewide work that may include additional workgroups and meetings. In order to accomplish these tasks, applicants should plan their budget accordingly including travel for monthly meetings within the regional area, four cross-regional meetings/workgroups held in various locations, and one statewide meeting to be held in Phoenix, Arizona. All travel related costs for these trainings and meetings should be included in the applicant's budget and calculated using the State of Arizona travel policy as described on the budget narrative worksheet.

This Request for Grant Application is seeking Applicants to address these specific Goals and Key Measures:

**First Things First Goal Areas to be addressed:**

- Quality and Access
- Professional Development

**First Things First Goals to be addressed:**

- First Things First will improve access to quality early care and education programs and settings.
- First Things First will build a skilled and well-prepared early childhood development workforce.
- First Things First will enhance specialized skills of the early childhood development and health workforce to promote the healthy social-emotional development of young children.

**First Things First Key Measure to be addressed:**

- Total number and percentage of children expelled from early care and education services

Any evaluation should be directly connected to the Goals, Key Measures, and Performance Measures and should determine the extent to which the program has accomplished the stated goals and key measures. The evaluation should also measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. Successful Applicants agree to participate in the First Things First evaluation and will meet the requirements of the evaluation including, but not limited to, timely and regular reporting and cooperation with all First Things First evaluation activities. Timely and regular reporting of all performance and evaluation data includes the electronic submission (through the First Things First secure web portal) of performance measures and other evaluation data as proposed by the Applicant in this Request for Grant Application. Performance measure data must be submitted in its raw form (e.g., number of children served/proposed service number=52 actual children served/50 proposed service number).

Successful Applicants are also required to collaborate with the First Things First longitudinal evaluation. The provider must participate in child assessment activities associated with the longitudinal evaluation including tracking and reporting to First Things First data pertaining to participant attendance, enrollment, and demographic information; all of which must be maintained in a secure and anonymous manner. In addition, Applicants agree to allow First Things First and evaluation consultants of First Things First to observe program activities on site and obtain parent consent for data collection related to evaluation efforts.

Grantees are required to gather data and report on performance outcomes. Evaluation and monitoring must include input from providers and families serviced through this grant funding.

Performance Measures are defined by First Things First to determine the key impacts of the strategies, programs and approaches being implemented. Applicants are expected to collect and report data to First Things First on the progress of achieving the Performance Measures. Performance Measures for purposes of this RFGA are as follows:

**Performance Measures:**

- Number of early care and education providers recruited or provided outreach related to serving children with special needs/target number
- Number of early care and education providers that begin to serve or increase enrollment for children with special needs
- Total number of new and continuing children with special needs served in programs that received outreach or technical assistance/target number
- Total number of early care and education providers receiving technical assistance or other support/target number
- Number of providers reporting satisfaction with provided services (minimum questions provided by First Things First staff)/actual service number
- Number of children with special needs remaining in care for at least six months

**How Will Applications be Evaluated?**

The review committee will evaluate Applications and recommend those for an award based on the following criteria:

- |  |       |
|--|-------|
| • Capacity of the Applicant for Addressing Needs | (25%) |
| • Addressing Goals and Key Measures              | (5%)  |
| • Proposed Program or Strategy                   | (20%) |
| • Implementation Activities                      | (25%) |
| • Resource and Budget                            | (15%) |
| • Evaluation Plan                                | (10%) |

Those Applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all Applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

## **Application: Responding to the Scope of Work**

To complete your Application, restate the question then provide a response to all numbered questions, one through 27. If the narrative response is accompanied by a completed attachment, please reference that attachment within your narrative response, where applicable.

### **Executive Summary** (required – 1 page overview)

1. Provide a one (1) page narrative overview of the proposed project that includes a brief summary of the program or strategy, how it will be implemented, and the Applicant's capacity to implement this program and how success and outcomes will be measured.

### **Capacity for Addressing the Needs (25%)**

This component creates a foundation for the proposal by focusing on: meeting the needs and building on assets; other individuals or groups who will play a role in the development or implementation of the program; and the capacity of the Applicant to meet the need and deliver the services.

Applicants must address Capacity for Addressing the Needs by completing the following questions and attachments, when applicable:

2. In addition to the stated needs and assets information reported in the Scope of Work section, identify any additional needs and assets data that supports the need/gap in service for the proposed program/strategy. Identify the sources of the data and how that data was collected. Complete the First Things First Standard Data Collection Form (Attachment A). No additional narrative is required.
3. Provide a brief description of how your organization has addressed the identified needs and improved assets with similar programs previously implemented in Arizona and specifically in the Yuma region. Provide examples of experiences in implementing related programs including the outcomes of those programs, demonstration of your organization's knowledge of children with special needs, inclusionary early care and education, family home and center based providers, child development, current research, and training curricula about children with special needs. It should be noted that past performance on any grants may be taken into consideration in evaluation of your proposals. (In addition to the narrative, please complete Applicant's Experience, Attachment B.)
4. What capacity or infrastructure building will be needed in order to implement the program or strategy, describe any external agency partnerships, additional resources, establishment or strengthening of relevant relationships with consultants or providers necessary to successfully implement the program or strategy?
5. Describe any current or planned linkages to and engagement of the Regional Partnership Council's or other First Things First funded programs in the implementation of the proposed strategy/program. Note that the Applicant must demonstrate capacity to collaborate with other existing First Things First grantees to include Quality First Coaches through United Way/Child and Family Resources, Child Care Health Consultants through the Yuma County Health District and Mental Health Consultants through

Southwest Human Development, in order to prevent duplication of service and coordinate the services being provided.

6. Provide a brief narrative description of staff roles and respective qualifications and list how much time each person will spend on the project. Describe program staffs' experience with or knowledge of children with special needs, inclusionary early care and education, family home and center based providers, child development, current research, and training curricula about children with special needs. Further, describe how staff is geographically, culturally and linguistically responsive to the settings in which they work. In addition, complete Attachment C, Key Personnel Overview. You must also attach resumes for key individuals involved in the project or job descriptions for positions to be filled.
7. Provide a narrative description of how your organization currently coordinates and collaborates with other organizations and agencies to ensure families receive seamless delivery of services. In your description, include specific examples of coordination and collaboration that worked well and why. Demonstrate the organization's current collaborations with school districts in the region, existing state agencies, including Arizona Department of Economic Security (DES), Division of Developmental Disabilities (DDD), Arizona Department of Health Services (including the Division of Children with Special Health Care Needs, Division of Behavioral Health and the Division of Maternal and Child Health), Arizona Early Intervention Program (AzEIP), Arizona Department of Education (ADE), as well as Head Start grantees. Also include any coordination and collaboration efforts with the community based early care and education programs (both center and family home care providers)
8. What resources (e.g., personnel, supplies, computer, etc.) will be needed to complete necessary activities related to implementation of the applicant's proposal including administration of the project and data collection and reporting-the quality data input and data collection of the program?

#### **Addressing the Goal Area, Goal and Key Measures (5%)**

This component captures the broad statements of intent (Goal) and the more specific Key Measures for these Goals. First Things First has identified fifteen Goals within six Goal Areas and Key Measures that align with Goals and indicate what we want to change. For more information on First Things First Goal Areas, Goals and Key Measures, please visit: [http://www.azftf.gov/WhatWeDo/Impacting/Documents/azftf\\_Strategic\\_Road\\_Map2008.pdf](http://www.azftf.gov/WhatWeDo/Impacting/Documents/azftf_Strategic_Road_Map2008.pdf).

This Request for Grant Application is seeking Applicants to address these specific Goals and Key Measures:

#### **First Things First Goal Areas to be addressed:**

- Quality and Access
- Professional Development

#### **First Things First Goals to be addressed:**

- First Things First will improve access to quality early care and education programs and settings.

- First Things First will build a skilled and well-prepared early childhood development workforce.
- First Things First will enhance specialized skills of the early childhood development and health workforce to promote the healthy social-emotional development of young children.

**First Things First Key Measure to be addressed:**

- Total number and percentage of children expelled from early care and education services

Applicants must address Goals and Key Measures by completing the following question:

9. Describe your organization's prior experience addressing similar goals and key measures. Please describe **how** the Goal Area, Goal, and Key Measure will be impacted by the proposed strategy/program.

**Strategies (20%)**

This component identifies and describes the Applicant's program/strategy(ies) chosen to reach the stated Goals and Key Measures and also addresses the targeted individuals or groups to be reached.

The strategies chosen by the Yuma Regional Partnership Council to address the needs of the region are as follows:

- Provide technical assistance, training, and specialized equipment to early care and education providers to increase confidence, competence and the capacity of various early care and education settings to effectively serve children with special health and/or developmental needs.

Applicants must address Strategies by completing the following questions:

10. Describe the strategy in detail by outlining the activities and services to be provided through this proposal. Be sure to address each of the components outlined in the Scope of Work Requirements as described above.
11. The target population is defined as early care and education programs within the Yuma region that are currently serving or are willing to serve children with special needs. Applicants should describe how the target population will be identified and recruited within the entire service area. As part of successful program implementation, applicants are to identify outreach, engagement and retention practices for early care and education providers as well as a description as to how the applicant will prioritize services for this population.
12. Explain how the selected strategy/program is culturally, linguistically, and educationally appropriate, as well as relevant, to the target population.
13. Provide research or other relevant information demonstrating the effectiveness of the proposed program or strategy.



## **Implementation**

This component focuses on the steps that must be taken to put the strategy(ies) into action. It should include all the elements that will be required to operationalize the program.

Applicants must address Implementation Activities and Budget by completing the following questions:

### **Implementation Activities (25%)**

14. Sequentially list the activities needed to operationalize the strategy (ies), including timelines, equipment procurement, and responsibilities (using Attachment D, Implementation Plan), Be sure to include all activities related to implementation of:
  - Identifying providers who have or are willing to enroll children with special health care needs and/or who have a current IEP/IFSP
  - Assessing provider attitudes toward children with disabilities
  - Assessing knowledge of child development and existing professional expertise of staff
  - Providing early care and education programs with technical assistance, training, and special equipment
  - Providing training for child care staff by an individual with knowledge of the field (children with special needs), using a reliable curriculum that is tailored to the needs of a particular provider
  - Providing training and technical assistance for child care teachers to answer questions on particular concerns
  - Assisting providers in developing and maintaining referral and support networks with community agencies, social services, and school systems
15. Describe any anticipated barriers to implementation and your plans to overcome those barriers.
16. Are there specific training activities that might be needed for existing and/or new staff? Describe how and when this training will be delivered and how the training will enhance professional development of staff specific to this project. This should also be included in the implementation plan (Attachment D).

### **Budget (15%)**

Each attached budget form is provided as an example to ensure that the line item budget and budget narrative provide a clear and concise explanation of the methods used to determine the amounts for each line item in the proposed program budget. All budget forms must be signed by an authorized agency representative.

17. Submit the Funds Requested Form (Attachment E). No additional narrative is required.
18. Submit the Line Item Budget (Attachment F) using only the budget categories listed on the form. No additional narrative is required.
19. Submit the Budget Narrative (Attachment G). No additional narrative is required.
20. Submit the Disclosure of Other Funding (Attachment H). This list should include all other sources of funding currently received from other State or public agencies, Federal agencies, non-profit organizations and other sources that will be applied to the proposed program/strategy(ies). Note that statute A.R.S. §8-1183 provides for a

prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or Federal funding for early childhood development and health programs. In addition, the intent of First Things First funding is to address gaps and needs in the community rather than to fulfill budget shortfalls that may exist in any given year at the state or local levels. No additional narrative is required.

21. Describe your organization's business management system by completion of the Financial Systems Survey. Attach the Financial Systems Survey (Attachment I) to capture basic financial system/operational information to assess financial capacity early in the process. No additional narrative is required. As noted in the financial system survey, you are required to submit a complete copy of the most recent audited, reviewed or compiled financial statements as well as management letters and a schedule showing the TOTAL Federal funds (by granting agency) expended by your agency for the most recent fiscal year. NOTE THAT ONLY ONE COPY OF EACH OF THESE DOCUMENTS NEEDS TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL".

The following applies to requested funds:

- Please note: Complete two separate budget forms, 1) a 2-month budget and 2) a 12-month budget estimate, for a total of 14 months. The first contract period will be 2 months and a renewal contract period will be 12 months. The 2-month period is estimated to be May 1, 2010 through June 30, 2010. The 12-month period is estimated to be July 1, 2010 through June 30, 2011. Please make sure to separate your budget narrative as well, include one narrative for the 2-month portion and one narrative for the 12-month portion.
- List all resources that will be needed to implement the program/strategy(ies) described. These financial resources may involve costs for personnel, employee related costs, training, travel, supplies, space, equipment, computer equipment necessary to enter data into the First Things First data system, etc.
- Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the grant/contract. Requests for line item modifications, which do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from First Things First.
- Successful Applicants will be required to attend meetings and workgroups in the region being served to identify, develop and implement mechanisms around coordination and collaboration. Successful Applicants will also be required to share data with First Things First and the Regional Partnership Council that will be used for cross regional analysis. Successful Applicants will also participate in cross regional and statewide work that may include additional workgroups and meetings. In order to accomplish these tasks, Applicants should plan the appropriate budget that would include travel for monthly meetings within the regional area, four cross regional meetings/workgroups held in various locations, and one statewide meeting to be held in Phoenix, Arizona. All travel related costs for these trainings and meetings should be included in the Applicant's budget and calculated using the State of Arizona travel rate for mileage, per diem and

lodging as described on the budget narrative worksheet. For more information about the state requirements, visit <http://www.gao.az.gov/travel/>.

### **Evaluation Plan (10%)**

This component will address questions about how the program is working and what can be done to make the program more effective. The evaluation should be directly connected to the Goals, Key Measures, and Performance Measures and should determine the extent to which the program has accomplished the stated goals and key measures. The evaluation should also measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. Successful Applicants agree to participate in the First Things First evaluation and will meet the requirements of the evaluation including, but not limited to, timely and regular reporting and cooperation with all First Things First evaluation activities. Timely and regular reporting of all performance and evaluation data includes the electronic submission (through the First Things First secure web portal) of performance measures and other evaluation data as proposed by the Applicant in this Request for Grant Application. Performance measure data must be submitted in its raw form (e.g., number of children served/proposed service number=52 actual children served/50 proposed service number).

Successful Applicants are also required to collaborate with the First Things First longitudinal evaluation. The provider must participate in child assessment activities associated with the longitudinal evaluation including tracking and reporting to First Things First data pertaining to participant attendance, enrollment, and demographic information; all of which must be maintained in a secure and anonymous manner. In addition, Applicants agree to allow First Things First and evaluation consultants of First Things First to observe program activities on site and obtain parent consent for data collection related to evaluation efforts.

Performance Measures are defined by First Things First to determine the key impacts of the strategies, programs and approaches being implemented. Applicants are expected to collect and report data to First Things First on the progress of achieving the Performance Measures. Performance Measures for purposes of this RFGA are as follows:

### **Performance Measures**

- Number of early care and education providers recruited or provided outreach related to serving children with special needs/target number
- Number of child care providers/educators who include children with special needs as ten percent of total children enrolled/total number of providers
- Total number of new and continuing children served in programs that receive outreach or technical assistance/target number
- Number of early care and education providers that begin to serve or increase enrollment for children with special needs
- Number of early care and education providers recruited or provided outreach related to serving children with special needs
- Total number of new and continuing children with special needs served in programs that received outreach or technical assistance/target number

- Total number of early care and education providers receiving technical assistance or other support/target number

Applicants must include a plan for Evaluation and Quality Improvement by completing the following questions.

22. Describe any additional Performance Measures that will be collected during the implementation of the proposed strategy.
23. Who will have overall responsibility for the data collection and reporting? Be sure to include this person in your Key Personnel Overview (Attachment C).
24. How will the required data be collected? Describe how you will ensure that data entered into the First Things First web-based database after it has been collected is accurate and timely. What procedures will be in place to assure the quality of your data (e.g., training for data collectors, data collection forms, timeliness for administering tools, etc.)?
25. Complete the Evaluation Plan Overview table in Attachment J.
26. What resources (e.g., personnel, supplies, computer, etc.) will be needed to complete necessary activities related to the quality data input and data collection of the program? In addition to a narrative description, the funds dedicated to evaluation should be reflected in the budget.

### **Quality Improvement**

27. Describe the plan to use the results of First Things First evaluation efforts to improve the quality of the proposed program or strategy throughout the duration of this grant.

## **Instructions to Applicants**

### **A. Inquiries**

1. Duty to Examine. It is the responsibility of each Applicant to examine the entire RFGA, seek clarification in writing (inquiries), and examine its Application for accuracy before submitting the Application. Lack of care in preparing an Application shall not be grounds for modifying or withdrawing the Application after the Application due date and time, nor shall it give rise to any Contract claim.
2. RFGA Contact Person. Any inquiry related to an RFGA, including any requests for or inquiries regarding standards referenced in the RFGA shall be directed solely to the RFGA contact person. The Applicant shall not contact or direct inquiries concerning this RFGA to any other State employee unless the RFGA specifically identifies a person other than the RFGA contact person as a contact.
3. Submission of Inquiries. The Grants and Contracts Procurement Specialist identified in this RFGA, who is the contact for all inquiries except at the Pre-Application Conference, requires that an inquiry be submitted in writing. Any inquiry related to the RFGA shall refer to the appropriate RFGA number, page and paragraph. Do not place the RFGA number on the outside of the envelope containing that inquiry, since it may then be identified as an Application and not be opened until after the Application due date and

time. Electronic inquiries are acceptable. First Things First shall consider the relevancy of the inquiry but is not required to respond in writing.

4. Timeliness. Any inquiry or exception to the RFGA shall be submitted as soon as possible and should be submitted at least seven days before the Application due date and time for review and determination by First Things First. Failure to do so may result in the inquiry not being considered for an RFGA Amendment.
5. No Right to Rely on Verbal Responses. An Applicant shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the RFGA.
6. RFGA Amendments. The RFGA shall only be modified by a formal written RFGA amendment. Formal written amendments are posted on the First Things First website, [www.azftf.gov](http://www.azftf.gov). It is the sole responsibility of the Applicant to check the website regularly.
7. Pre-Application Conference. A Pre-Application Conference has been scheduled for this RFGA for February 8, 2010 at 11:00 a.m. at Yuma Police Department, 1500 South 1<sup>st</sup> Avenue, Yuma, AZ 85364. Applicants should raise any questions about the RFGA at that time. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of First Things First's position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to First Things First at the Conference. An Applicant may not rely on any verbal responses to questions at the Conference. Material issues raised at the Conference that result in changes to the RFGA shall be answered solely through a formal written RFGA amendment. **Attendance at the Pre-Application Conference is strongly encouraged, but not mandatory.**
8. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the RFGA contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

## **B. Application Preparation**

1. Forms. No facsimile or electronic mail Applications shall be accepted. An Application shall be submitted using the forms provided in this RFGA or on their substantial equivalent. Any substitute document for the forms provided in this RFGA must be legible and contain the same information requested on the forms, unless the RFGA indicates otherwise.
2. Technical Requirements. Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the Application being deemed non-responsive, and therefore, not susceptible to award.
  - Responses should be typed, single-spaced with one-inch margins or wider with a twelve (12)-point font used.

- Applications are not to be bound in spiral binders or in 3-ring notebooks. Please submit your Applications either stapled in the upper left-hand corner or use a binder clip.
- Applications should be single sided, NOT duplexed.
- Number all pages and include a table of contents that follows the underlined categories in the “Application: Responding to the Scope of Work” Section. Enclose one (1) original (clearly marked “ORIGINAL”) and nine (9) additional copies.
- All Attachments must be completed as instructed.
- The organization name and the Request for Grant Application Number (**FTF-RC023-10-0252-00**) must be clearly marked on the outside of the sealed envelope/package.

Please refer to the Checklist on Page 38 to verify inclusion of all required documentation and use of the proper format.

3. Evidence of Intent to be Bound. The Applicant Offer and Acceptance Form within the RFGA shall be submitted with the Application and shall include a signature by a person authorized to sign the Application. The signature shall signify the Applicant’s intent to be bound by the Application, the terms of the RFGA and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Application.
4. Exceptions to Terms and Conditions. All exceptions included with the Application shall be submitted in a clearly identified separate section of the Application in which the Applicant clearly identifies the specific paragraphs of the RFGA where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Grants and Contracts Procurement Specialist in a written statement. The Applicant’s preprinted or standard terms will not be considered by First Things First as a part of any resulting Contract. All exceptions that are contained in the Application may negatively affect First Things First’s proposal evaluation based on the evaluation criteria stated in the RFGA or result in rejection of the Application.
5. Subcontracts. Applicant shall clearly list any proposed subcontractors and the subcontractor’s proposed responsibilities in the Application.
6. Cost of Application Preparation. First Things First will not reimburse any Applicant the cost of responding to an RFGA.
7. RFGA Amendments. Each RFGA Amendment shall be signed with an original signature by the person signing the Application, and shall be submitted no later than the Application due date and time. Failure to return a signed copy of a RFGA Amendment may result in rejection of the Application.

8. Additional Materials. Additional materials such as promotional brochures or examples of other programs should not be submitted unless they directly relate to the information required in the Application.
9. Provision of Tax Identification Numbers. Applicants are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance Form.
10. Disclosure. If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government; or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.
11. RFGA Order of Precedence. In the event of a conflict in the provisions of this RFGA, the following shall prevail in the order set forth below:
  - 11.1 First Things First Special Terms and Conditions
  - 11.2 State of Arizona Uniform Terms and Conditions
  - 11.3 Scope of Work
  - 11.4 Attachments
  - 11.5 Exhibits
  - 11.6 Instructions to Applicants
  - 11.7 Other documents referenced or included in the RFGA

### **C. Submission of Application**

1. Sealed Envelope or Package. One (1) original (clearly marked “original”) Application and nine (9) copies shall be submitted to the submittal location identified in this RFGA. Applications must be submitted in a sealed envelope or container. The envelope or container should be clearly identified with name of the Applicant and RFGA number. First Things First may open envelopes or containers to identify contents if the envelope or container is not clearly identified.
2. Late Applications. An Application submitted after the exact Application due date and time shall be rejected. Applications **must** be received by First Things First at the designated due date and time.

3. Application Amendment or Withdrawal. An Application may not be amended or withdrawn after the Application due date and time except as otherwise provided under applicable law.
4. Application Opening. Applications shall be opened publicly at the time and place identified in this RFGA. The name of each Applicant shall be read publicly and recorded.
5. Disqualification. An Applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its Application rejected.
6. Public Record. All Applications submitted and opened are public records and must be retained by First Things First. Applications shall be open to public inspection no later than 30 days after Contract award pursuant to A.R.S. §41-2702 (E), except for such Applications deemed to be confidential by First Things First. If an Applicant believes that information in its Application should remain confidential, it shall indicate as confidential the specific information and submit a statement with its Application detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. First Things First, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.
7. Application Acceptance Period. Applications shall be irrevocable for 120 days after the RFGA due date and time.
8. Non-collusion, Employment, and Services. By signing the Offer and Acceptance Form, the Applicant certifies that:
  - a. The Applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Application; and
  - b. The Applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, sexual orientation or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
9. Budget Limitations. In the event that the Applications received exceed the budget limitations, First Things First reserves the option to request a reduction in the scope of the Applicant's proposed program. Revised budget documents will be required. First Things First reserves the right to award contracts for less than the proposed amount and/or less than the available funds or make awards that exceed the posted available funds as additional funds become available.



10. Waiver and Rejection Rights. Notwithstanding any other provision of the RFGA, the State reserves the right to:
  - 10.1 Waive any minor informality,
  - 10.2 Reject any and all Applications or portions thereof, or
  - 10.3 Cancel the RFGA.

#### **D. Award**

1. Multiple Awards. In order to ensure adequate coverage of First Things First requirements, multiple awards may be made, but a single award may be considered.
2. Contract Inception. An Application does not constitute a Contract nor does it confer any rights on the Applicant to the award of a Contract. A Contract is not created until the Application is accepted in writing by the First Things First designee's signature on the Offer and Acceptance Form. A notice of award or of the intent to award shall not constitute acceptance of the Application.
3. Effective Date. The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

#### **E. Protests**

1. A protest shall comply with and be resolved according to A.R.S. §41-2611. Protests shall be in writing and filed with the Executive Director, Arizona Early Childhood Development and Health Board. A protest of an RFGA shall be received by the Grants and Contracts Procurement Specialist before the Application due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:
  - 1.1 The name, address and telephone number of the protester,
  - 1.2 The signature of the protester or its representative,
  - 1.3 Identification of the RFGA or Contract number,
  - 1.4 A detailed statement of the legal and factual grounds of the protest including copies of relevant documents, and
  - 1.5 The form of relief requested.

#### **F. Comments Welcome**

1. First Things First periodically reviews the Instructions to Applicants and welcomes any comments you may have. Please submit your comments to the Grants and Contracts Procurement Specialist, [grants@azftf.gov](mailto:grants@azftf.gov)

#### **FIRST THINGS FIRST SPECIAL TERMS AND CONDITIONS**

1. Term of Contract. The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form and shall remain in effect until June 30, 2010, unless terminated, cancelled or extended as otherwise provided herein.

2. Contract Renewal/Contract Amendment. This Contract shall not bind nor purport to bind First Things First for any contractual commitment in excess of the original contract period. First Things First shall have the right, with consult of the awardee, to issue a written contract amendment to expand services and increase funding awarded to compensate for the agreed upon service expansion. First Things First shall have the right, at its sole option, to renew the contract for two (2) one-year periods or a portion thereof. Contract awards may be increased, decreased, or not renewed based on evaluation, programmatic and fiscal performance, the availability of funds, or the discretion of First Things First. If First Things First exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
3. Reporting. At a minimum grantees shall submit quarterly programmatic progress reports due by the 20<sup>th</sup> of the month following the quarter and will submit evaluation data reports and enter data into the First Things First Partners in Grants Management System (PGMS). Program narrative reports shall also be submitted via the First Things First PGMS. Failure to submit timely reports will result in suspension of reimbursement. The report shall contain such information as deemed necessary by First Things First.

Requests for program and budget changes must be sent to:

First Things First  
Regional Division – Yuma Regional Partnership Council  
4000 N. Central Avenue, Suite 800  
Phoenix, AZ 85012

4. Reimbursement/Payment. The Grantee shall be paid on a cost-reimbursement basis, at a maximum of monthly or a minimum of quarterly for those items submitted and approved in the budget inclusively. Reimbursement requests shall be submitted monthly or quarterly via the First Things First PGMS. **Grantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than forty-five (45) days after the contract end.** Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for at least sixty- (60) days while awaiting reimbursements.** If an exception is requested to this requirement, it must be provided in writing in your Application describing the justification and need for alternative considerations.

Financial budget modification requests must be sent to:

First Things First  
Finance Division - Yuma Regional Partnership Council  
4000 North Central Avenue, Suite 800  
Phoenix, Arizona 85012

5. Confidentiality of Records. The Grantee shall establish and maintain procedures and controls that are acceptable to First Things First for the purpose of assuring that no information contained in its records or obtained from First Things First or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees; except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to First Things First. Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Grantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by First Things First.
6. Key Personnel. It is essential that the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Grantee must assign specific individuals to the key positions, when possible or submit an official position description for which candidates must qualify. **Once assigned to work under the contract, if key personnel are removed or replaced, written notification shall be sent to First Things First.**
7. Orientation. A mandatory Orientation Meeting will be scheduled during the first quarter after awards are made and will provide all awarded grantees the information required to manage the contract.
8. Capital Expenditures. Items over \$5,000 with a life of more than one (1) year are allowable.
9. Working with Tribal Regional Partnership Council(s). A grantee must comply with requirements set forth by the Tribal Government in relation to essential functions of the grants operation including data collection. It is the responsibility of the grantee to follow appropriate policy and procedures, complete IRB, parent consent, and appropriate tribal approvals as designated by tribal authorities.
10. Geographic Distribution. If Applications are not received from geographic areas within the region or if an Application submitted is not deemed applicable to funding by the review committee or falls below a review-scoring threshold, all funding may not be awarded or could be awarded to meet disparate geographic need for services. First Things First also reserves the right to fund more than one program in an area, to not award the entire amount of available funds, or to award an amount that is greater than the posted available funds.

## STATE OF ARIZONA UNIFORM TERMS AND CONDITIONS

### 1. Contract Interpretation

- 1.1 Arizona Law. This Contract shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Contract shall be in Maricopa County, Arizona.

- 1.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- 1.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by First Things First and as they may be amended, the following shall prevail in the order set forth below:
- 1.3.1. First Things First Special Terms and Conditions
  - 1.3.2. State of Arizona Uniform Terms and Conditions
  - 1.3.3. Statement or Scope of Work
  - 1.3.4. Attachments/Exhibits
  - 1.3.5. Documents referenced or included in the RFGA
- 1.4 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 1.5 No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their contract. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- 1.6 No Waiver. Party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

## **2. Contract Administration and Operation**

- 2.1 Records. Pursuant to A.R.S. §35-214 and §35-215, the Grantee shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by First Things First at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.
- 2.2 Non-Discrimination. The Grantee shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities and all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
- 2.3 Audit. Pursuant to A.R.S. §35-214, at any time during the term of this Contract and five (5) years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by First Things First and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or subcontract.

- 2.4 Financial Audit. In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your Application.**
- 2.5 Audit Trails. Grantee shall maintain proper audit trails for all reports related to this contract. First Things First reserves the right to review all program records.
- 2.6 Fund Management. The Grantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Grantee must manage funds according to applicable regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with State requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds.

- 2.7 Notices. All notices, requests, demands or communications by either party to this Agreement, pursuant to or in connection with this Agreement shall be in writing and shall be delivered in person or shall be sent by the United States Postal Service, certified mail, return receipt requested, to the respective parties at the following addresses:

First Things First  
Finance Division – Yuma Regional Partnership Council  
4000 N. Central Avenue, Suite 800  
Phoenix, AZ 85012

- 2.8 Advertising, Publishing and Promotion of Contract. The Grantee shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Grants and Contracts Procurement Specialist.
- 2.9 Ownership of Information/Printed Material. First Things First reserves the right to review and approve all publications and/or media funded or partially funded

through this contract. All publications funded or partially funded through this contract shall recognize First Things First as the funding source. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.

### **3. Funding/Payments**

3.1. Funding. Requested funding must be submitted in an all-inclusive basis. The State will not reimburse any item other than the all-inclusive funding contained on the budget forms.

3.2. Tax Indemnification. Grantee and all subcontracts shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Grantee. Grantee shall, and require all subcontractors to hold First Things First harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.3. IRS Substitute W9 Form. In order to receive payment the Grantee shall have a current IRS Substitute W9 Form on file with State of Arizona, unless not required by law.

3.4. Availability of Funds for the Next Fiscal Year. Funds are not presently available for performance under this contract beyond the current fiscal year. Every payment obligation of First Things First under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by First Things First at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

### **4. Contract Changes**

4.1 Amendments. Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a formal written contract amendment signed and approved by and between the duly authorized representatives of the Grantee and First Things First. Any such amendment shall specify an effective date, any increases or decreases in the Grantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

- 4.2 Subcontractors. The Grantee agrees and understands that no subcontract that the Grantee enters into with respect to performance under this contract shall in any way relieve the Grantee of any responsibility for performance of its duties. It is highly recommended by First Things First that a Memorandum of Understanding or some other type of contract is in place between the Grantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, to avoid any misunderstanding between both parties. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- 4.3 Assignment and Delegation. The Grantee shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Grants and Contracts Procurement Specialist. First Things First shall not unreasonably withhold approval.

## **5. Risk and Liability**

- 5.1. Indemnification. (Not Public Agency) The parties to this Contract agree that First Things First, its departments, Board and Councils shall be indemnified and held harmless by the Grantee for the vicarious liability of First Things First as a result of entering into this contract. However, the parties further agree that First Things First, its departments, Board and Councils shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.
- 5.2 Indemnification Language for Public Agencies Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.
- 5.3 Insurance Requirements. Grantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Grantee, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. First Things First in no way warrants that the minimum limits contained herein are sufficient to protect the Grantee from liabilities that might arise out of the performance of the work under this contract by the Grantee, its agents, representatives, employees or

subcontractors, and Grantee is free to purchase additional insurance.

- A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Grantee shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$50,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**
- b. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee”.***
- c. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

2. **Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee, involving automobiles owned, leased, hired or borrowed by the Grantee”.***
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

3. **Worker's Compensation and Employers' Liability**

- Workers' Compensation Statutory



- Employers' Liability
  - Each Accident \$ 500,000
  - Disease – Each Employee \$ 500,000
  - Disease – Policy Limit \$1,000,000
- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.
- b. This requirement shall not apply to separately, EACH Grantee or subcontractor exempt under A.R.S. §23-901, AND when such Grantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

**4. Professional Liability (Errors and Omissions Liability)**

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000
- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Grantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

- B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:
1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Grantee, even if those limits of liability are in excess of those required by this Contract.
  2. The Grantee's insurance coverage shall be primary insurance with respect to all other available sources.
  3. Coverage provided by the Grantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty- (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Suite 800, Phoenix, AZ 85012) and shall be sent by certified mail, return receipt requested.

- D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A-VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Grantee from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE: Grantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- F. All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- G. All certificates required by this Contract shall be sent directly to (First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Suite 800, Phoenix, AZ 85012). The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.
- H. SUBCONTRACTORS: Grantees' certificate(s) shall include all subcontractors as insureds under its policies or Grantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- I. APPROVAL: Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- J. EXCEPTIONS: In the event the Grantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Grantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

5.4 Force Majeure. If either party hereto is delayed or prevented from the performance of any act required in this Agreement due to acts of God, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.

5.5 Third Party Antitrust Violations. The Grantee assigns to First Things First any claim for cover charges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Grantee, toward fulfillment of this Contract.

## **6. Compliance**

6.1 Compliance with Applicable Laws. The services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Grantee shall maintain all applicable licenses and permit requirements.

6.2 Sectarian Requests. Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions.

6.3 Restrictions on Lobbying. The Grantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of First Things First, state government or the federal government if that action may have an impact, of any nature, on this contract.

6.4 Licenses. Grantee shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Grantee.

6.5 Fingerprinting. Pursuant to A.R.S. §41-1758 Grantee will obtain fingerprint cards and/or background checks as applicable. This Contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to children, discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any criminal offenses in this state or similar offenses in another state or jurisdiction.

## **7. State's Contractual Remedies**

7.1 Right to Assurance. If First Things First in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Contract, the Grants and Contracts Procurement Specialist may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of Days specified in the demand may be, at First Things First's discretion, the basis for terminating the Contract under the First Things First Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.

7.2 Cancellation for Failure to Perform. Failure by the Grantee to adhere to any provision of this Agreement or its Attachments in the time and manner provided by this Contract or its Attachments shall constitute a material default and breach of

this Contract and First Things First may cancel, at its option, this Agreement upon prior written notice.

First Things First may issue a written ten (10) day notice of default to the Grantee for acting or failing to act including but not limited to any of the following:

- The Grantee provides personnel that do not meet the requirements of this Agreement or are of an unacceptable quality.
- The Grantee fails to perform adequately the services required in this Agreement.
- The Grantee fails to furnish the required product or services within the time stipulated in this Agreement.
- The Grantee fails to make progress in the performance of the requirements of the Agreement and/or gives a positive indication that the Grantee will not or cannot perform to the requirements of this Agreement.

If the Grantee does not correct any problem(s) within ten (10) days after receiving the notice of default, First Things First may cancel the Contract. If First Things First cancels the Contract pursuant to this clause, First Things First reserves all rights or claims to damage for breach of the Contract and the Grantee agrees to a general release in favor of First Things First for any claim for reimbursement.

7.3 Non-Exclusive Remedies The rights and the remedies of First Things First under this Contract are not exclusive.

## **8. Contract Termination**

8.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. §38-511, First Things First may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of First Things First is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State of Arizona, it may also cancel this Contract as provided in A.R.S. §38-511.

8.2 Suspension or Debarment. First Things First may, by written notice to the Grantee, immediately terminate this Contract if First Things First determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an Application or execution of a contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify First Things First.

8.3 Termination for Convenience. First Things First reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of First Things First without penalty or recourse. Upon receipt of the written notice, the Grantee shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to First Things First. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First upon demand. The Grantee shall be entitled to receive just, equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

8.4 Termination for Default. In addition to the rights reserved in the contract, First Things First may terminate the Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Grants and Contracts Procurement Specialist shall provide written notice of the termination and the reasons for it to the Grantee. Upon termination under this paragraph, all materials, documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First on demand. Upon termination of this Contract, First Things First may procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Grantee shall be liable to First Things First for any excess costs incurred by First Things First in procuring services in substitution for those due from the Grantee.

## **9. Contract Claims**

9.1 Arbitration. The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518, except as may be required by other applicable statutes (Title 41).

## **10. State of Arizona General Uniform Terms and Conditions**

The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Applicants is incorporated into this Request for Grant Application by reference. Copies may be obtained from the Arizona State Procurement Office at (602) 542-5511 or at: <http://www.azdoa.gov/spo/documents-forms/procurement-documents>

## **Checklist**

Use the following list to make sure your Grant Application is complete and meets the requirements specified in this request for grant Applications:

- ☐ One (1) original copy marked “original”, and nine (9) additional copies
- ☐ Completed and signed First Things First Offer and Acceptance form
- ☐ Table of Contents
- ☐ Application including Executive Summary and response to all 27 questions
- ☐ Standard Data Collection Form completed, Attachment A
- ☐ State of Arizona Substitute W-9 Form (must be downloaded and printed) signed, if applicable
- ☐ Applicant’s Experience completed, Attachment B
- ☐ Key Personnel Overview completed, Attachment C
- ☐ Implementation Plan completed, Attachment D
- ☐ Funds Requested Page, completed and signed, Attachment E
- ☐ Standard Line Item Budget, completed and signed, Attachment F
- ☐ Budget Narrative, completed and signed, Attachment G
- ☐ Disclosure of Other Funding Sources, completed and signed, Attachment H
- ☐ Financial Systems Survey is completed and signed, Attachment I
- ☐ Evaluation Plan, Attachment J
- ☐ Resumes for all personnel listed in the budget
- ☐ One copy of your agency’s most recent audited, reviewed or compiled financial statements as well as a schedule showing the total federal funds (by granting agency) expended by your agency for the most recent fiscal year included with the Application marked Original.
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your Application in spiral binders or in 3-ring notebooks. Please submit your Applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your Application, insure your organization name and the Request for Grant Application Number **FTF-RC023-10-0252-00** is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ☐ It is the responsibility of each Applicant to insure their Application is delivered to First Things First by the due date and time, **March 17, 2010 at 12:00 p.m. (Arizona MST)**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

## **Attachments and Exhibit**

Attachment A	Standard Data Collection Form
Attachment B	Applicant's Experience
Attachment C	Key Personnel Overview
Attachment D	Implementation Plan
Attachment E	Funds Requested Page
Attachment F	Line Item Budget Form
Attachment G	Budget Narrative Explanation
Attachment H	Disclosure of Other Funding Sources
Attachment I	Financial Systems Survey
Attachment J	Evaluation Plan
Exhibit A	Standards of Practice
Exhibit B	Sample Certificate of Insurance
Exhibit C	Matching Line Item Budget Form - Optional
Exhibit D	Resources for Program Design, Curricula and Training Models

## **Attachment A**

### **FIRST THINGS FIRST STANDARD DATA COLLECTION FORM**

#### **A. Agency Information:**

Program Name (if applicable) \_\_\_\_\_

Agency \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

County \_\_\_\_\_ Employer Identification Number: \_\_\_\_\_

Agency Classification: \_\_\_\_\_ State Agency \_\_\_\_\_ County Government \_\_\_\_\_ Local Government \_\_\_\_\_ Schools

\_\_\_\_\_ Tribal \_\_\_\_\_ Faith Based \_\_\_\_\_ Other

Have you previously conducted business with First Things First using this EIN? \_\_\_\_\_Y \_\_\_\_\_N

If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your Application: [http://www.gao.az.gov/Vendor/account\\_setup\\_home.asp](http://www.gao.az.gov/Vendor/account_setup_home.asp).

In which Congressional (Federal) District is your agency? \_\_\_\_\_ Enter District # \_\_\_\_\_

<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? \_\_\_\_\_ Enter District # \_\_\_\_\_

<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year? \$ \_\_\_\_\_

What is your organization's fiscal year-end date? \_\_\_\_\_

Accounting Method: \_\_\_\_\_ Cash \_\_\_\_\_ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? \_\_\_\_\_Y \_\_\_\_\_N

Please provide contact information of the audit firm conducting your audit:

Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

#### **B. Proposed Program Information / Description:**

Amount requested: \_\_\_\_\_

Service area of proposed program: \_\_\_\_\_

Target population of proposed program: \_\_\_\_\_

Number of participants to be served: \_\_\_\_\_



Please provide a **brief** description of the **proposed program** in one or two paragraphs and this will be the source for a public description describing the nature of the program being implemented that will be used by First Things First.

**C. Contact Information**

First Things First Partner and Grants Management System (PGMS) requires four designated contacts for contact with First Things First related to this grant (the same person may be assigned to more than one of the roles, if appropriate).

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**Main Contact Information** – This should be information for the person designated as the Main contact for this grant award and this person can view all information related to this grant (financial, programmatic & evaluation in nature). This person will also be the primary contact for First Things First and should be the person responsible for ensuring the program plan is implemented. Primary correspondence from First Things First will be sent to this person.

Main Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

**Program Contact Information** – This should be information for the person designated as the Program contact for this grant award and this person can view information related to this grant for program or evaluation purposes only.

Program Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

**Financial Contact Information** – This should be information for the person designated as the financial contact for this grant award and this person can view information related to this grant for financial purposes only.

Financial Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

**Evaluation Contact Information** – This should be information for the person designated as the Evaluation contact for this grant award and this person can view information related to this grant for evaluation purposes only.

Evaluation Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

In addition, your application may have included information about a collaborating partner/agency. Please replicate this information as many times as necessary to document the participation and agreement to be involved with the application as a collaborating agency/partner.

**Collaborator**

Agency_____	Contact Person_____
Address_____	Position_____
Address_____	Email_____
City, State, Zip_____	Phone_____x_____Fax_____
County_____	

**Collaborator**

Agency_____	Contact Person_____
Address_____	Position_____
Address_____	Email_____
City, State, Zip_____	Phone_____x_____Fax_____
County_____	

**Collaborator**

Agency_____	Contact Person_____
Address_____	Position_____
Address_____	Email_____
City, State, Zip_____	Phone_____x_____Fax_____
County_____	

## **Attachment B**

### **APPLICANT'S EXPERIENCE**

Name and address of organization for which the service or activity was provided:
Location where services or activities were conducted:
Dates the service or activity was conducted: (e.g., October 2007 – September 2008)
Describe the services or activities that were provided:
Describe what was achieved with the services or activities: (e.g., increased knowledge among 20% of program participants, served 100 children, etc.)

## **Attachment C**

### **KEY PERSONNEL OVERVIEW**

<b>STAFF MEMBER</b>	<b>BACKGROUND AND EXPERTISE OF PERSONNEL</b>
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

**\*In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project. If awarded and your project experiences changes in staff, notification must be sent to First Things First. Also, if your are describing a position to be hired, you must send staff notification and resume to First Things First when the position is filled.**

## **Attachment D**

### **IMPLEMENTATION PLAN**

<b>Activities</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Date Task Will Be Completed/Timeline</b>	<b>Support Documentation</b>

## **Attachment E**

### **FUNDS REQUESTED PAGE**

The Offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for the Grant.

\$\_\_\_\_\_ May 1 through June 30, 2010 Requested Funds

\$\_\_\_\_\_ July 1, 2010 through June 30, 2011 Requested Funds

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\$\_\_\_\_\_ Total Funds Requested (14-months)

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Job Title \_\_\_\_\_

## **Attachment F**

### **Line Item Budgets**

Complete two separate budget forms, 1) a 2-month budget and 2) a 12-month budget estimate, for a total of 14 months. The first contract period will be 2 months and a renewal contract period will be 12 months. The 2-month period is estimated to be May 1, 2010 through June 30, 2010. The 12-month period is estimated to be July 1, 2010 through June 30, 2011.

Please make sure to separate your budget narrative as well, include one narrative for the 2-month portion and one narrative for the 12-month portion.

The total available funding for the period from May 1, 2010 – June 30, 2011 (14 months) is approximately \$269,500.

The estimate of funding that is available for the 2-month contract period is approximately \$38,500 with the amount estimated for the 12-month portion beginning on July 1, 2010 being approximately \$231,000. If an applicant identifies and justifies expenses greater than \$38,500 for the 2-month period, for reasons such as initial start-up costs, this may be considered. While presented under one application, the two budgets constitute two different contract periods, therefore any funds not expended during the first two months will not be available for the remaining 12-month contract period unless approved by the Regional Council. This contract may be renewed for up to (one or two) additional 12-month periods.

List all resources that will be needed to implement the program/strategy(ies) described. These financial resources may involve costs for personnel, employee related costs, training, travel, supplies, space, equipment, computer equipment necessary to enter data into the First Things First data system, etc.

Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the grant/contract. Requests for line item modifications, which do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from First Things First.

Matching Funds are not required at this time except for Capital Outlay, but if matching funds are listed and submitted to support the application, are subject to financial and programmatic monitoring by First Things First. Matching Funds budget template can be found in Exhibit C.

Please note the line items included in the budget template represent the types of costs possible for a line item budget these line items may or may not be applicable or appropriate for your Application. Your budget line items requested must fit within one of the categories listed. However, it is expected that you would not need to utilize all of the sample line items.



## Attachment F

### STANDARD LINE ITEM BUDGET

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit your budget line items to the budget categories and to the budget subcategories listed.**

**Budget period: May 1, 2010 – June 30, 2010**

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>			
Salaries			
<b>EMPLOYEE RELATED EXPENSES</b>			
Fringe Benefits or Other ERE			
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>			
Contracted Services			
<b>TRAVEL</b>			
In-State Travel			
Out of State Travel			
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>			
Subgrants or Subcontracts to organizations/agencies/entities			
<b>OTHER OPERATING EXPENSES</b>			
<ul style="list-style-type: none"> <li>• Telephones/Communications Services</li> <li>• Internet Access</li> <li>• General Office Supplies</li> <li>• Food</li> <li>• Rent/Occupancy</li> <li>• Evaluation (non-contracted and non-personnel expenses)</li> <li>• Utilities</li> <li>• Furniture</li> <li>• Postage</li> <li>• Software (including IT supplies)</li> <li>• Dues/Subscriptions</li> <li>• Advertising</li> <li>• Printing/Copying</li> <li>• Equipment Maintenance</li> <li>• Professional Development/Staff Training</li> <li>• Conference Workshops/Training Fees for Staff</li> <li>• Insurance</li> <li>• Program Materials</li> <li>• Program Supplies</li> <li>• Scholarships</li> <li>• Program Incentives</li> </ul>			
<b>NON-CAPITAL EQUIPMENT</b>			
Equipment \$4,999 or less in value			
<b>Subtotal Direct Program Costs:</b>		\$	\$
<b>Administrative/Indirect Costs:</b>			
<b>INDIRECT COSTS (limited to no more than 10% of Direct Program Costs)</b>			
<b>TOTAL COST</b>			
<b>Total</b>		\$	\$

\*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

## Attachment F

### STANDARD LINE ITEM BUDGET

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit your budget line items to the budget categories and to the budget subcategories listed.**

**Budget period: July 1, 2010 – June 30, 2011**

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>			
Salaries			
<b>EMPLOYEE RELATED EXPENSES</b>			
Fringe Benefits or Other ERE			
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>			
Contracted Services			
<b>TRAVEL</b>			
In-State Travel			
Out of State Travel			
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>			
Subgrants or Subcontracts to organizations/agencies/entities			
<b>OTHER OPERATING EXPENSES</b>			
<ul style="list-style-type: none"> <li>• Telephones/Communications Services</li> <li>• Internet Access</li> <li>• General Office Supplies</li> <li>• Food</li> <li>• Rent/Occupancy</li> <li>• Evaluation (non-contracted and non-personnel expenses)</li> <li>• Utilities</li> <li>• Furniture</li> <li>• Postage</li> <li>• Software (including IT supplies)</li> <li>• Dues/Subscriptions</li> <li>• Advertising</li> <li>• Printing/Copying</li> <li>• Equipment Maintenance</li> <li>• Professional Development/Staff Training</li> <li>• Conference Workshops / Training Fees for Staff</li> <li>• Insurance</li> <li>• Program Materials</li> <li>• Program Supplies</li> <li>• Scholarships</li> <li>• Program Incentives</li> </ul>			
<b>NON-CAPITAL EQUIPMENT</b>			
Equipment \$4,999 or less in value			
<b>Subtotal Direct Program Costs:</b>		\$	\$
<b>Administrative/Indirect Costs:</b>			
<b>INDIRECT COSTS</b>			
<b>TOTAL COST</b>			
<b>Total</b>		\$	\$

\*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

## **Attachment G**

### **BUDGET NARRATIVE EXPLANATION**

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. ***Please include one narrative for each budget (2 month and 12 month). Limit your budget categories and subcategories to those listed.***

**Personnel Services:** *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

**Employee Related Expenses:** *Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.*

**Professional and Outside Services:** *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.*

**Travel:** *Separate travel that is in-state and out-of-state. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates for mileage, lodging, and meals (<http://www.gao.az.gov/travel/> for both in-state and out-of-state travel.*

**Aid to Organizations or Individuals:** *In the event that this application represents collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.*

**Other Operating Expenses:** *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives*

**Non-Capital Equipment:** *For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the*

need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.

**Administrative/Indirect Costs:** Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

**Applicants must list either Option A or Option B and provide proper justification for expenses included:**

- ☐ **Option A - Administrative Costs:** with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

**Or**

- ☐ **Option B - Federally Approved Indirect Costs:** If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the grant request. **Applicants must provide a copy of their federally approved indirect cost rate agreement.**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Job Title\_\_\_\_\_

## **Attachment H**

### **DISCLOSURE OF OTHER FUNDING SOURCES**

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding for the proposed Program\*. A.R.S. §8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<b>Type of Funding (Federal, State, local, other)</b>	<b>Received From</b>	<b>Amount</b>	<b>✓ If used for match on this grant</b>
<b>TOTAL:</b>			

**\*This table should include only those funds that will support the program detailed in this Application.**

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Job Title\_\_\_\_\_

## Attachment I

### FIRST THINGS FIRST FINANCIAL SYSTEMS SURVEY

Name of Applicant: \_\_\_\_\_

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal and state funds, First Things First awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

#### A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please <b>attach</b> a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please <b>attach</b> a complete copy of the most recent audited, reviewed or compiled financial statements. NOTE THAT ONLY ONE COPY OF YOUR AUDIT NEEDS TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL". It is not necessary to include additional copies with each copy of the completed Application.	<input type="radio"/> YES <input type="radio"/> NO
4. Please <b>attach</b> a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted. ONLY ONE COPY IS NEEDED, TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL"	<input type="radio"/>
5. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
6. If you answered YES to question #5, under what section of the IRS code? O 501 C (3)    O 501 C (4)    O 501 C (5)    O 501 C (6)    O Other Specify: _____	
7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

## B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs that account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e., 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using allocable direct charges <b>must attach</b> a copy of the methodology and calculations in determining those charges.  Those organizations using a federally approved indirect cost rate <b>must attach</b> a copy of the approval documentation issued by the federal government.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

## C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

## D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO





## **Attachment J**

### **Data Collection & Evaluation Plan**

<b>Performance Measure</b>	<b>Data to Collect</b>	<b>Plan for Data Collection</b>	<b>Plan for Using the Data</b>	<b>Quality Assurance</b>

## **Exhibit A – Standards of Practice**

### **Increasing Capacity of Early Education Programs to Include and Serve Children with Special Health and/or Developmental Needs**

#### **Description of Strategy**

As noted in a joint position statement issued by the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC), “an ever-increasing number of infants and young children with and without disabilities play, develop, and learn together in a variety of places – homes, early childhood programs, neighborhoods, and other community based settings” (2009). In the broadest sense, “early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a [wide] range of activities and contexts as full members of families, communities, and society” (DEC/NAEYC, 2009). Embracing the philosophies of inclusive practices and family-centered services results in children and their families feeling a strong sense of belonging, development of positive social relationships, and learning occurring to children’s fullest potentials.

Inclusive practices benefit all children – both children with special needs as well as those who are typically developing. Research suggests that including children with special needs with typically developing classmates supports the development of individual abilities, interests, positive social relationships, developmental rates, and learning styles of young children both with and without identified disabilities (National Professional Development Center on Inclusion, 2009). Children with identified disabilities may include those who are being served through an Individual Education Plan (IEP), and Individual Family Service Plan (IFSP), or have a medically diagnosed health condition for which the child would benefit from the development of an Individual Health Plan (IHP).

Parents and professionals alike typically view inclusion as a positive ideal, however, many families often share concerns related to the quality of early childhood settings and the capacity of providers to appropriately care for their child. Therefore, improving the quality of early care and education for young children is critical to the successful promotion of inclusive practices. High quality inclusive programs ensure:

- Access – to materials, environments, and services
- Participation – in a wide range of activities in which typically developing children also participate
- Supports - access to a variety of resources, professional development activities, and funding (DEC/NAEYC, 2009)

To address quality improvements in early childhood programs and further promote effective inclusive practices, First Things First supports the provision of a comprehensive, consultative model, which provides on-going training, on-site technical assistance, and a variety of staff supports based on needs. A successful approach is developed first through assessment of the early care and education staff’s knowledge base and expertise related to children with disabilities and general understanding of child development. Based on the assessment of staff, an appropriate plan is developed to address individual and programmatic needs. Technical assistance to an early care and education provider is then provided that includes supporting their understanding of established goals and objectives of children’s Individualized Education Plans (IEPs), Individual Family Service Plans (IFSPs), or medically diagnosed (by a doctor, psychiatrist or psychologist ) health condition and how to incorporate them into the program’s established curriculum and daily routines. In addition, identification of adaptive materials or program modifications that may be needed to support children’s full participation is also a component of an effective consultative model. Furthermore, referral and support networks are established and maintained with appropriate state agencies such as the Department of Health Services/Division of Children with Special Health Care Needs, community agencies, social services, AzEIP

and school systems so that early care and education providers are able to offer families accurate information and appropriate linkages to needed services.

**Early Childhood Consultation delivery includes the following activities:**

Early Childhood consultants will provide services to programs that address the needs of all children identified with developmental (IEP or IFSP) or special health care (medically diagnosed condition) needs rather than just providing a focus on any specific type of disability such as autism. Early childhood consultation for improving inclusive practices focuses on the three areas of high quality inclusive settings: access, participation and supports. Consultants ensure these issues are addressed through a wide variety of training and technical assistance activities. These activities include:

**Assessment of Program and Staff:**

- Identification of providers who wish to enroll children with special health care or developmental needs or increase services to children with special health care or developmental needs
- Assess the environment for space, materials and equipment
- Assess the child development knowledge and belief sets of program staff
- Assess the levels of child participation in all program activities
- Assess the availability of program supports such as community services, funds, and professional development opportunities

**Improving Access:**

- Assist with the identification of any equipment or program modifications (e.g. curricular changes, meal changes, etc.) necessary to ensure full participation of all children
- Assist staff in designing teaching strategies that effectively promote children's progress toward specific goals and objectives as outlined in their IEP or IFSP
- Educate staff on children's development and identifying developmental red flags

**Improving Participation:**

- Educate staff on use of family centered practices and how to best support staff's development of nurturing, responsive relationships with children and families. Facilitate staff abilities to implement family centered practices to include:
  - **Recognition that the family unit is the focus of attention.**  
Family-centered practice works with the family as a collective unit, insuring the safety and well-being of family members.
  - **Emphasis on strengthening the capacity of families to function effectively**  
The primary purpose of family-centered practice is to strengthen the family's potential for carrying out their responsibilities.
  - **Engagement of families in designing all aspects of the policies, services, and program evaluation.**  
Family-centered practitioners partner with families to use their expert knowledge throughout the decision- and goal-making processes and provide individualized, culturally-responsive, and relevant services for each family.
  - **Connection of families with more comprehensive, diverse, and community-based networks of supports and services.**  
Family-centered interventions assist in mobilizing resources to maximize communication, shared planning, and collaboration among the several community and/or neighborhood systems that are directly involved in the family.

(National Resource Center for Permanency and Family Connections, 2009)

- Directly observe staff and child interactions to ensure all children are included in social interactions
- Conduct individual child observations
- Design and implement program practices responsive to the identified needs of an individual child and program
- Support staff with individual child behavior and classroom management
- Provide one-on-one modeling or coaching for individual child support
- Educate providers and parents on children's developmental and health needs

#### **Improving Supports:**

- Support staff in providing referrals to parents for early intervention, special education referrals or health care referrals.
- Advise and assist staff in linking to community resources and service, including but not limited to the Arizona Early Intervention Program, local school districts, other state agency services such as the Department of Health Services/Division of Children with Special Health Care Needs, health care providers, health insurance information, and community services such as library programs, local resource centers and behavioral health services.
- Facilitate meetings, conversations, and collaborations between providers and others who serve the child in various settings, including but not limited to outside therapists, AzEIP providers/support coordinators, local school districts, and health care and behavioral health providers.
- Ensure coordination among all service providers delivering training, consultation, and/or coaching services to a provider. Facilitate team-based planning, discussion, and reflection to ensure consistent information is disseminated and multiple methods are used to enhance learning opportunities for the provider.

### **Service Delivery Standards:**

#### **Intensity of Services**

Consultation services must be of sufficient intensity and duration to generate changes in practices. At a minimum, consultants must meet with providers with face-to-face contact two times each calendar month. However, providers that may need more intensity of service delivery based on assessment will receive the appropriate consultation activities as determined by their needs. Ratios of consultants to providers should be no more than one consultant to ten providers, but be adjusted when the needs of providers (or other community constraints) require more intensive services.

#### **Assessment**

All consultation models follow a procedure of assessment, individualized plan development, plan implementation and review of assessment activities. Consultation must begin with assessment to determine the specific needs of an individual provider. The following standards should be met in implementing assessment activities:

- If a specific assessment instrument is used, it must be valid for the population and setting for which it is used
- Assessment activities must align with the goals and activities conducted. In the case of consultation for inclusion, assessment must align with the indicators of inclusive practices: access, participation, and supports.
- Assessment activities include multiple methods, which may include, but are not limited to, an assessment instrument or tool, personnel surveys, provider's own observations, etc.
- Assessment is conducted prior to consultation plans being developed

## **Improvement Planning**

Individualized planning activities matched to assessment results are developed in partnership with participating providers. The standards of plan development include the following:

- Coordination and confirmation of assessment results with others who provide similar or other consultative services to the provider
- Review of assessment results with a provider
- Prioritize needs and identify three to five goals to be met throughout the service delivery
- For each goal, identify the following:
  - Expected outcomes of plan that are attainable within the service delivery timeline, observable, and measurable
  - Outline of steps to implementation
  - Expected completion date
  - Possible barriers and plans to overcome
  - Identification of where further supports such as financing would be needed
- Monitor progress toward goal attainment during the course of implementation and assess effectiveness of consultation services
- Adjust consultation activities as determined by ongoing monitoring and assessment of practices

## **Relationship-based/Reflective Practices**

Consultation to early care and education providers occurs as a means to assist in the development of family-centered, relationship-based and reflective programs. Relationship-based programs are characterized by “trust, support, and growth... among caregivers, parents, and children (Seibel, Britt, Gillespie, and Parlakian, 2009). Consultation activities are provided in such a way that they support a program’s overall growth and understanding of inclusion and its value through a process of ongoing teamwork and reflection. Expected activities by the consultant to promote relationship-based organizational development and reflective practices include:

- Assist the program in identifying shared goals of inclusion
- Facilitate the program’s commitment to growth and change through the development of individualized program improvement plans, which lead to attainment of program goals and reflect its values.
- Schedule ongoing opportunities for reflecting and discussing staff activities, concerns, and new information
- Maintain and encourage respect among and between staff, families, and children
- Encourage and support open communication to share thoughts, ideas and feedback
- Develop opportunities for staff to discuss their concerns and to examine how attitudes, fears and beliefs affect their work;
- Facilitate the development of high standards and expectations for staff through a program definition of professional excellence

(adapted from the PCAN training curriculum: Seibel, Britt, Gillespie, and Parlakian, 2009)

## **Training and Qualifications of Early Childhood Consultant Standards**

Providing training and onsite consultative services to early care and education providers requires specific education and skills.

- For the purpose of increasing the early childhood professional’s capacity to provide inclusive services to children with special needs, consultants should be able to demonstrate the following knowledge and expertise
  - Knowledge of inclusionary practices
  - Knowledge of child development and recognizing developmental red flags
  - Knowledge of Arizona Early Learning Standards and developmentally appropriate practices

- Experience providing care and education for young children with disabilities and who are typically developing
  - Ability to work with adults of varying education and skill levels and knowledge of adult learning principles
  - Experience providing training and coaching to adults of varying educational and skill levels
  - Knowledge of the Arizona early care and education industry
  - Experience working with families
  - Knowledge of and experience in linking early care and education programs with community resources, state early intervention and special education systems, and health care resources
  - Observation, listening, interviewing, and assessment skills
  - Curiosity and respect for differences
- A bachelor's degree or higher in the following disciplines: early childhood education, early childhood special education, speech/language pathology, occupational therapy, physical therapy, music therapy, social work, marriage and family counseling, educational psychology, or child psychology.
  - To address cultural competency objectives, consultants shall ensure that providers, children and families receive from all staff members effective, understandable, and respectful services that are provided in a culturally competent manner- a manner compatible with their cultural beliefs and practices and preferred language. Consultants should receive ongoing education and training in culturally and linguistically appropriate service delivery. Consultants should develop participatory, collaborative partnerships with providers and their communities and utilize a variety of formal and informal mechanisms to facilitate community and family-centered involvement in designing and implementing the National Standards on Culturally and Linguistically Appropriate Services.
  - Consultants receive training and information regarding mandatory reporting. Arizona law requires early care and education staff who suspect that a child has received non-accidental injury or has been neglected, to report their concerns to Child Protective Services or local law enforcement (ARS §13-3620.A).
  - Early Childhood Consultants will participate in continuing education to remain current and update skills and knowledge to meet the requirements of this scope of work.

### **Supervision, Quality Assurance and Evaluation Standards**

- Supervision of consultants is conducted as a collaborative process with mechanisms that support them in challenging situations and provides ongoing and regularly scheduled (no less than monthly) opportunities for discussion to reflect and debrief. Supervision will also include observation, feedback and opportunities for peer consultation.
- Evaluation of consultation services utilizes quantitative and qualitative process that includes measures of change within the early childhood environment that accrue due to the consultation process and input from staff, families, program administrators, and community members. Evaluation includes review of the original assessment results, review of the improvement plan activities and re-assessment to determine if consultation made improvements to initial assessment activities.
- Compensation and benefits are adequate for supporting high quality staff and retention of that staff.

## **Exhibit B**

### **SAMPLE CERTIFICATE OF INSURANCE**

Prior to commencing services under this contract, the Grantee must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other Grantee obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty- (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date Issued: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative: \_\_\_\_\_

## Exhibit C

### LINE ITEM BUDGET FOR LISTING MATCHING FUNDS

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the budget categories and to the budget subcategories listed.

**Budget period: Indicate Project Period;** for this application, a 2-month and 12-month budget are required

Budget Category	Line Item Description	Requested Funds	Matching Funds AND Source**	Total Cost
<b>PERSONNEL SERVICES</b>				
Salaries				
<b>EMPLOYEE RELATED EXPENSES</b>				
Fringe Benefits or Other ERE				
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>				
Contracted Services				
<b>TRAVEL</b>				
In-State Travel				
Out of State Travel				
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>				
Subgrants or Subcontracts to organizations/agencies/entities				
<b>OTHER OPERATING EXPENSES</b>				
<ul style="list-style-type: none"><li>• Telephones/Communications Services</li><li>• Internet Access</li><li>• General Office Supplies</li><li>• Food</li><li>• Rent/Occupancy</li><li>• Evaluation (non-contracted and non-personnel expenses)</li><li>• Utilities</li><li>• Furniture</li><li>• Postage</li><li>• Software (including IT supplies)</li><li>• Dues/Subscriptions</li><li>• Advertising</li><li>• Printing/Copying</li><li>• Equipment Maintenance</li><li>• Professional Development/Staff Training</li><li>• Conference Workshops/ Training Fees for Staff</li><li>• Insurance</li><li>• Program Materials</li><li>• Program Supplies</li><li>• Scholarships</li><li>• Program Incentives</li></ul>				
<b>NON-CAPITAL EQUIPMENT</b>				
Equipment \$4,999 or less in value				
<b>Subtotal Direct Program Costs:</b>		\$	\$	\$
<b>Administrative/Indirect Costs:</b>				
<b>INDIRECT COSTS</b>				
<b>TOTAL COST</b>				
<b>Total</b>		\$	\$	\$

\*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

Authorized signature\_\_\_\_\_

Date\_\_\_\_\_

Job Title\_\_\_\_\_



## **Exhibit D**

### **Resources for Program Design, Curricula and Training Models**

One curricula or training model will not meet the needs of all providers and educators. Resources for program design, curricula and training models for childcare staff include, but are not limited to:

- *Preparing Child Care Providers to Include Children with Disabilities*, The Easter Seals Training Modules.
- *An Administrator's Guide to Preschool Inclusion*. Chapel Hill: University of North Carolina, FPG Child Development Center, Early Childhood Research Institute on Inclusion. Ruth Ashworth Wolery & Samuel L. Odom (2000).
- *Least Restrictive Environment Starter Kit*, West Ed, Center for Prevention and Early Intervention.
- *Including Infants and Toddlers with Disabilities in Family Child Care*, Phyllis Benner & Sandra Gellert (1997) & video *Yes, You Can Do It! Caring for Infants and Toddlers with Disabilities in Family Child Care*.
- Creative Curriculum (<http://www.creativecurriculum.net/>).
- *Designing an Early Intervention System*, Center on Human Development and Disability, University of Washington, Michael Guralnick, PhD.
- *Setting the Pace: Model Inclusive Child Care Centers Serving Families of Children with Emotional and Behavioral Challenges*, Research & Training Center, Portland State University (2003).
- *A Thinking Guide to Inclusive Child Care*, Disability Rights Wisconsin, Mark Sweet (2008).

**END OF REQUEST FOR GRANT  
APPLICATION**

**# FTF-RC023-10-0252-00**